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21 MAY 1957

MEMORANDUM FOR: Acting Chief, Real Estate & Construction Division

SUBJECT: Paper Destruction at [REDACTED] 25X1A6a

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1. As you know, we have recently prepared a Staff Study proposing the installation of a pilot model dry process paper destruction machine at [REDACTED]. The purpose of this is, of course, to test such a machine for compliance with security requirements; and if satisfactory, to use a similar method in the new headquarters building. The Staff Study has been approved by the Deputy Director (Support), and we are proceeding with the contract for the paper destructor.

2. Apparently there is reason to believe that the proposed addition to the Records Center at [REDACTED] will be built in the near future. If so, the pilot model of the paper destructor should be installed in that addition, since assuming the tests to be satisfactory, it will then become the normal means of destroying Records Center classified trash.

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3. In order that you might consider the changes necessary in the present plans for the addition to the Records Center to accommodate this machine, the following information is furnished:

a. The equipment will be in two units; one consisting of a "pre-breaker" and a comminuter will require floor space measuring 8' by 6' and the other, consisting of a dust collector (cyclone) and a baler will require floor space measuring 6' by 6'. The required ceiling height is 14'.

b. Electric motors totalling 73 HP are included in the equipment. The largest single motor is 30 HP.

c. Bales produced by this equipment will measure 2' by 2' by 1/2' and will weigh about 125 pounds.

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4. In figuring space for this equipment, it is suggested that there be at least two feet between the two units and that there be at least two feet between the equipment and the walls on three sides of the room. The fourth wall should be sufficiently far from the equipment to provide working space for the operator and for handling the bales. A minimum space of 16' by 20' is suggested.

5. The equipment should be so located in the basement as to facilitate the movement of classified waste within the Records Center. This should be discussed with either Mr. [REDACTED] or Mr. [REDACTED] of the Records Management Staff. We shall be glad to arrange for such a discussion at an appropriate time.

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6. Mr. [REDACTED] will work with you on this matter and will keep you advised as progress is made on the contract for the equipment.

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[REDACTED]
Chief, Building Planning Staff

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